



Nir Kabaretti, MUSIC AND ARTISTIC DIRECTOR
Gisèle Ben-Dor, CONDUCTOR LAUREATE

DIRECTOR OF ARTISTIC ADMINISTRATION

1/9/2018

Position Summary

The Director of Artistic Administration has overall responsibility for providing management of artistic planning and administration, artistic and concert budget, orchestra operations and production, orchestral personnel, contract negotiations and artistic event management.

Working with the Music Director (MD) and Executive Director (ED) in executing the vision for organization and help to create and produce programming that is creative and innovative to meet the needs of today's and the future audiences. The Director of Artistic Administration will determine schedule and budget for such, supervise backstage and onstage personnel; manage logistics for concerts and rehearsals, on our own series or others', and auditions.

Key Responsibilities

- Artistic Planning
 - Execute the artistic vision of the MD, ED and Artistic Advisory Committee including the schedule for the subscription series and non-subscription concerts, artistic program including contracting of all soloists and guest conductors.
 - Industry knowledge of best practice, successful programming, and guest artistic and potential collaborations is necessary to be successful.
 - Effective planning will take into consideration the appeal of the product, in cooperation with the marketing staff this position is responsible to creating a program that will be financially successful.
 - Negotiate budget approved fees for each guest artist and guest conductors; operate as point of contact for artists' managers; create and send Letters of Agreement, prepare contracts, artist itineraries; make hotel and travel arrangements; host artists while here
 - Assist MD with written correspondence and documents; serve as a liaison and correspondent on behalf of MD regarding artists seeking engagement.
 - Work with in partnership with departments at SBS as resource for all artistic questions for press, marketing, written materials and development.

- Responsible for the budget preparation of the artistic product. This includes, but not limited to the cost of musicians, guest artists, guest conductor, venues and other related costs.
- Be a resource in researching budget issues as needed
- Concert Production
 - Responsible for all aspects of the production including stage set up and presentation, lighting, sound, orchestra spacing, stage crew, technical enhancements.
 - Plan production with MD for all rehearsals and performances; source rental equipment (lights, music stands, instruments, etc.) as required
 - Coordinate with theaters
 - Staff, organize and supervise stage crew activity
 - Plan and produce all aspects of non-subscription concerts and special events sold concerts involving the symphony
 - Plan and produce Family or Educational concerts including Concerts for Young People in partnership with the Director of Education.
 - Provide set up for any donor events that have an artistic element.
- Auditions, Musician Contract Administration/Negotiations
 - Coordinate with MD, Personnel Manager, and SBS Musicians to ensure the recruitment of the most qualified orchestra musicians; assure that auditions are publicized, planned and managed in a timely and professional manner; all on-site logistics during actual audition days, including location rental and liaison, provision of materials and food for committees
 - Primary staff contact with musicians, with Personnel Manager (PM)
 - Works with ED, MD and PM in administration of the CBA
Develop master calendar for each season
 - Review orchestra payrolls
 - Work with MD and PM to monitor SBS Musician performance in disciplinary situations
 - Manage the placement of musicians with housing hosts
 - Hire musicians for all non-orchestral appearances

Qualifications

- Bachelor's Degree
- Minimum 5 years in symphony orchestra operations management, artistic planning within a collective bargaining environment, and budget management
- Knowledge of the classical music industry including keeping up with current trends is required
- Experience with production in a concert environment: basic lighting and sound familiarity, and knowledge of orchestral staging issues

- In-depth knowledge of orchestra programming
- Budgeting experience and familiarity with Excel.
Classical music knowledge that allows critical appraisal of performances and demo CDs required.
- Strong interpersonal skills required to relate with a variety of constituents, including staff, Board of Directors, Music Director, musicians, stagehands, and Artistic Planning Committee, as well as outside entities such as vendors, artist managers, theaters and local arts groups.

To Apply

Please send cover letter and resume by January 30, 2018 to jobs@thesymphony.org.